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18 October 1962

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report

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1. My education continues. The problems, though still being defined, now lend themselves to some generalization. At the moment they look something like this:

A. A photo interpretation course designed particularly for the Center. [REDACTED] and possibly another group, [REDACTED] will be working in this area.

B. An unclassified training program, to include some basic photo interpretation, research methods and techniques, effective speaking, effective writing, Communism, automatic data processing, etc., depending on the time period to be covered and the availability of course material and instructors.

C. Special course for on-board personnel in the collateral support field; Geography of the USSR is a step in this direction.

D. An orientation program (Classified) for all new EOD and military assignees.

E. A short (probably 2 days) orientation for those DDI people (estimated to eventually be 1,000) being cleared for the Operations Group.

F. A one-shot briefing for on-board people on the physical facilities, security, organizational assignments, etc. of the Center's new building.

G. Development of courses in sensor systems other than photography, concurrent with the development of the systems.

2. Director/NPIC, at his suggestion, met on Monday with Center Division and Staff chiefs who had been involved in the past with training problems. Purpose of the meeting - to indicate the Director's withdrawal from the training field (he has been particularly active in dealing with outside contacts) and designation of me as the person now responsible for all training matters. This announcement had been made in an NPIC notice, but the meeting, called specifically for this purpose, gave more meaning and significance to it.

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3. Prior to my assignment, [REDACTED] was asked if she could provide a shorthand refresher course for secretaries at the Center. Peggy and I have worked out the arrangements, and she will present a course to approximately 14 girls beginning on Monday, 24 October.

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4. [REDACTED] has been cleared.

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[REDACTED]

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